

### 2.5.5. BIDDING PHASE (Reproducible Bid Documents) (100% Complete)

#### 2.5.5.1. General

1. Upon completion and approval of the Contract Documents, the Architect/Engineer shall submit (a) drawings for reproduction. **The cover sheet must be on Mylar for the permanent record of signatures and consultant seals** and (b) the specifications, printed one side on 8 1/2" x 11", 20 pound white bond paper with letter-quality print. Also provide CAD file in the storage medium required by DPW. Refer to "Specification Requirements" Section 3.1 and "Drawing Requirements" Section 3.2 this Manual.
2. The Architect/Engineer and consulting engineers shall seal the drawings and specifications for which they are responsible with their individual professional stamps and signatures; this is mandatory. If the A/E firm is a corporation, also place the corporate seal on the drawings and specifications with the signature of the corporate officer authorized to so sign; this is discretionary. Refer to Sample Cover Sheet, Sample Title Block and Specification Title Page.
3. The contract documents will receive "sign-off" approval by DPW and the user agency if they are satisfied the design fulfills all the requirements. Sign-off by DPW only indicates the documents are a reasonable representation of the design solution that is consistent with the original authorization, and reflect intent as developed by the client agency and DPW. The sign-off does not indicate any technical review and approval of the documents.
4. Forms shall be filled out by the Consultant as directed by the DPW PM for the bid process.
5. The intent of DPW is to have the Contractor hold his bid for 90 days. If at the end of that time a construction contract has not been signed, DPW will ask the Contractor to extend his bid for 60 days. If the contract can not be signed at that time, DPW will cancel the bids for their convenience. (Legislation is in process to effect this change)

#### 2.5.5.2. Fee for Plans and Specifications

A non-refundable fee is required on all Department of Public Works Construction/Renovation Projects for all plans and specifications for Construction Contractors. The Bidding and Contract Department before distributing the bid package must receive the required fee. This pertains to both formal and informal projects. The fee will be based on actual cost incurred for all plans and specifications for that specific job. The fee to be charged will be included in the invitation to bid. The Architect or Engineer for a project will receive a number of copies of the Contract Documents by prior discussion with the DPW Project Manager at no cost.

#### 2.5.5.3. Project Manual

The project manual shall include a list of the contract documents such as Instructions to Bidders and Construction Specifications Bidding Requirements, Contract Forms, and Conditions of the Contract (Division 0) and the Technical Specifications (Division 1 through Division 33).

## General Conditions of the Contract for Construction (Division 0)

Refer to the DPW PM for a copy of the "General Conditions of the Contract for Construction, Department of Public Works – State of Connecticut". Division 0 - Bidding Requirements, Contract Forms, and Conditions of the Contract. This information shall be provided by DPW at the Tracing and Master stage (documents set for bidding) however the Division 0 documents may be provided to the Consultant for coordination of his work, prior to bidding.

## General Requirements (Division 1 through Division 33)

Refer to the DPW PM for a copy of the "General Requirements of the Contract for Construction, Department of Public Works – State of Connecticut". This work shall modify the generic divisions as required by the job and coordinated with DPW and the Agency by the Consultant. DPW has a short version and a long version of General Requirements, depending on the size of a project.

## ADDENDUM

If changes are required to the documents after the project has been advertised then an Addendum is required, a formal change to the bid documents. The format of this addendum must follow the DPW standard format. Consult with the Project Manager to conform to the standard DPW format.

### 2.5.5.4. Objective Criteria Established for Evaluating Qualifications of Bidders

1. Within the Connecticut General Statutes Sections 4b-92 and 4b-94 the Commissioner has the right to select the lowest responsible bidder for consideration.
2. Each project has its own list of criteria established by the DPW, Design Consultant and Agency. This criteria can be found within the Bidding Requirements of the Project Manual Section 00040.
3. Any protests to the bidding process must file a formal bid protest form, "Petition of Alleged Violations(s) of Part II Chapter 60 of Connecticut General Statutes – Bidding and Contracts". This form with instructions will be available on the DPW web site ([www.ct.gov/dpw](http://www.ct.gov/dpw), click on forms, look under Alphabetical listing) or contact the DPW Project Manager.

### 2.5.5.5 CONSTRUCTION SCOPE REVIEW

1. Prior to signing of the construction contract the general contractor along with its major sub-contractors will attend a scope review meeting. The meeting will include a verification that all major and important aspects of the design have been included in the low bid. This review will be hosted by the DPW ACT, PM and the A/E.
2. Since the State of CT is not allowed to negotiate as part of its contracting process using low bid, all and any discrepancy discovered must be performed within the low bid price accepted by the State.
3. If provisions discovered by this review create a problem for the general contractor, that legal entity can withdraw their bid and chose to not sign the contract.